

## **DOMESTIC PREPAREDNESS & EMERGENCY MANAGEMENT COORDINATOR (639-02)**

SALARY: \$52,520.00 - \$76,003.20 annually, plus liberal fringe benefits

*Management Category III*

### **THE POSITION**

This is managerial, administrative and professional work of considerable difficulty in the Fire-Rescue Department planning, developing, directing, and coordinating the City's domestic preparedness and emergency management programs. The employee ensures that the City is prepared to respond to, mitigate the potential impact and recover from terrorist attacks, mass casualty incidents, natural disasters and other major emergencies. Work includes ensuring compliance with related federal, state and local laws; coordinating with a wide variety of City departments and other government and private agencies; and facilitating and administering the submittal process for federal reimbursement claims for the City's costs during applicable emergency operations.

**NOTE:** The duties of this position will include all of those duties set forth in the official job description.

### **THE REQUIREMENTS**

1. Have graduated from an accredited college or university with a Bachelor's degree in public or business administration, management, public relations or other appropriate field.
2. Possess at least four (4) years of professional experience in coordinating emergency services including managing, planning and/or developing emergency management procedures. Additional qualifying experience may be substituted on a year-for-year basis for the required college education.
3. Possess or be able to obtain a valid State of Florida driver's license.

### **THE EXAMINATION**

Depending on the number of applicants and the quality of their education and experience, the examination may consist of one or more of the following tests: Evaluation of Training and Experience, Oral Interview, Written Examination, or other assessment method. Applicants must attain a minimum score of 70 in each part of the examination in order to qualify. All successful applicants will be required to pass a medical examination, including drug screening, prior to appointment.

**NOTE:** Resumes are welcomed as additional information, but are not considered "official" applications.

### **HOW TO APPLY**

Application forms should be filled out completely and should clearly show that the minimum qualifications are met. Eligibility for hire may be based on a rating of the application; therefore, completeness and accuracy are of the utmost importance. Official City of Fort Lauderdale applications will be accepted and received at the Department of Human Resources, City Hall, 100 North Andrews Avenue - 3<sup>rd</sup> Floor, Fort Lauderdale, Florida, **open continuously until sufficient applications have been received.**

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ABW:04/09/06:Sal Chg

Medical Group III

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MANAGEMENT COORDINATOR**